

# Accessory Structure Application Process

**All requirements for an accessory structure are in the Unified Development Ordinance – Section 7 subsection 7.1.3 found on [lakeparknc.gov](http://lakeparknc.gov).**

## Home Owner

Step 1 – go to [www.lakeparknc.gov](http://www.lakeparknc.gov)

Forms – Planning and Zoning  
Zoning Permit Application

### Complete each section of the application

- **Section 1** – complete – please print clearly
- **Section 2** – SKIP
- **Section 3** – list details of your project. Include a picture of the style of building, type of materials and a copy of your lot survey. The survey should be marked where you plan to install the structure. A survey is **required for all zoning applications**.
- **Section 4** – sign and date the application. The application fee is \$25 and payments can be made online with a credit card. Cash and check are also accepted either by mail or in person. Please call the office to make an appointment to drop off your application and payment at (704) 882-8657

## Step 2 – Review and Approval from the Town of Lake Park

- Zoning Administrator will review the application. Any additional requirements needed will be added to the comments section by the administrator if applicable.
- Application will be returned to you by email.
- Approved applications proceed to step 3

## Step 3 – HOA Review and Approval

[www.cusickcompany.com](http://www.cusickcompany.com)

- “Login” to your personal HOA account. If you do not have a login you will need to create a login and password.
- Once you have your account set up you will see a “**welcome to our website**”
- Click on “**My Profile**” from the menu bar at the top of the page.
- Drop down menu will appear – **select “ACC Request”**
- Select “**Add ACC request**”. The phone number and email entered on this application is the point of reference if the HOA has questions. Download your **Approved** Zoning Application from the Town of Lake, the Survey and any supporting document or details for your project.
- Read and check the three statements on the ACC Request page
- Submit
- The HOA will notify you by email if you approved. Once you have approval you can build your accessory structure.

Step 4 – Check with Union County Building Inspections to determine if you need a Union County Building Permit.